

ESA PAYMENT GUIDE FOR STUDANCE LAB FAMILIES

What is ESA?

ESA (empowerment scholarship account) is Arizona state funding that families can use for approved educational expenses, including eligible dance instruction. Families receive ESA funds through a platform called ClassWallet. The Studance Lab does not control ESA funds or ClassWallet approval timelines. Families are responsible for managing their ESA account.

Tuition policy for ESA families

- Tuition is due upon registration.
- Tuition posts on the 1st of each month.
- An active credit or debit card must remain on file, even for ESA families.

ESA families are responsible for:

- Making sure funds are available
- Monitoring their ClassWallet balance
- Requesting invoices and ensuring payment is applied before monthly fees post
- If ESA funds are not available when tuition posts, the card on file will be charged.

Studance lab cannot monitor individual ESA balances and cannot delay tuition due dates based on ClassWallet processing times.

How ESA payments work at The Studance Lab

1. Use your ESA debit card (preferred): the ESA/ClassWallet debit card works like a regular debit card and may be used for monthly tuition and required dress code items. This allows for:
 - Immediate payment to The Studance Lab
 - No approval waiting period
 - No risk of delayed processing
 - No disruption to your dancer's enrollment

When using your ESA debit card always request a receipt. You must upload that receipt inside ClassWallet for documentation. This is required by ESA policy.

2. Direct pay through ClassWallet (invoice method). Families may choose to submit payment through the ClassWallet pay vendor (direct pay) option instead of using the ESA debit card.

To ensure accounts remain current and to streamline administrative processing, The Studance Lab invoices three months of tuition at a time when using this method.

Important guidelines for the invoice method:

- First month payment: because tuition is due at registration, the first month must be paid out of pocket. You may then submit that payment to ClassWallet for reimbursement.
- Three-month billing structure: after your initial payment, The Studance Lab will issue a 3-month tuition invoice. This process:
 - Reduces administrative processing time
 - Limits the number of invoices created
 - Keeps your account current for a longer period
 - Minimizes the risk of monthly late charges due to ClassWallet delays
- Timely submission required: the 3-month invoice must be requested from The Studance Lab and submitted to ClassWallet promptly. ClassWallet approval may take up to 14 days or longer depending on ESA processing timelines.
- Card on file requirement: if ESA funds are not approved or processed before tuition posts, the card on file will be charged.
- The Studance Lab is not responsible for delays within ClassWallet or the ESA approval system.
- Search for “The Studance Lab, AZ, Avondale” in the direct pay search bar.

If you have billing questions, or would like to request your 3 month invoice, email contact@studancelab.com.





ESA FAMILY ACKNOWLEDGMENT & AGREEMENT

By signing below, I acknowledge and agree to the following:

- I understand that ESA funds are managed by the state of Arizona through ClassWallet and are not controlled by The Studance Lab.
- I understand that it is my responsibility to monitor my ESA account, maintain sufficient funding, and submit invoices or receipts in a timely manner.
- I understand that tuition is due upon registration and posts on the 1st of each month.
- I understand that an active credit or debit card must remain on file at all times.
- I understand that if ESA funds are not available or not processed in time, the card on file will be charged.
- I understand that The Studance Lab is not responsible for ClassWallet processing delays or ESA approval timelines.
- I acknowledge that the tuition policy and withdrawal policy agreed to during registration remain in effect.
- I understand that The Studance Lab does not offer transfers, refunds, or credits if I choose to withdraw early, regardless of ESA processing status.
- I accept full financial responsibility for all tuition and fees associated with my dancer's enrollment.

By signing below, I confirm that I understand and agree to these ESA payment policies.

Parent/guardian name: _____

Student name(s): _____

Signature: _____

Date: _____

